



**INSTRUCTIONAL MEMORANDUMS  
To County Engineers**

To County Engineers	Date September 2002
From Office of Local Systems	IM No. 4.01
Subject Procedures to Modify the Secondary Road Route Numbering System	

The purpose of this I.M. is to establish a uniform method of modifying the Secondary Road Route Numbering System. When a county needs to modify its route numbering system, such as might be required by a transfer of jurisdiction, the following procedure applies:

**County responsibilities:**

1. Prepare a request to change the route number outlining the reasons for the change. This may include a suggestion for the proposed route number.
2. Prepare one copy of a 1/4" scale map showing the existing route number(s) and the proposed change(s).
3. If (an) adjoining county(ies) is (are) affected by the proposed change, the initiating county will obtain approval(s) from the adjoining county(ies) and include this information in their request to the Iowa Department of Transportation (Iowa DOT).
4. Send the request to the appropriate Iowa DOT District Planner.

**Iowa DOT District Planner responsibilities:**

1. Review the above documents for adaptability to the county's individual numbering system and to the statewide numbering system.
2. Make a recommendation for approval/disapproval or outline recommended alternatives.
3. Send the documents to the Office of Transportation Data.

**Iowa DOT Office of Transportation Data responsibilities:**

1. Review the proposed request using the Secondary Road Route Numbering System.
2. Approve/disapprove the proposed changes and notify the county(ies) involved with copies to the appropriate District Planner, the District Local Systems Engineer, and the Office of Local Systems.
3. Maintain a record of all current secondary road route numbers in Iowa.

**Issue Resolution Process**

In case of unresolved differences between the Iowa DOT and the county(ies), the Office of Transportation Data or the District Planner shall notify the Office of Local Systems. The Office of Local Systems will notify the Executive Board of the Iowa County Engineers Association and the Executive Board will make the final ruling.